



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

Application State	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Office.	FOR RECORDS MANAGEMENT DIVISION USE:		
Agency Application No.		Date Received	Application No.	Date Completed
1. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Pre-Construction Section Office of Right-of-Way Atlanta, Georgia		SEP 12 1973 73-538 10-25-73		
		4. Person to Contact Joe E. Brown		
		5. Working Title State R/W Engineer		6. Tel. No. 656-5372

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1950-To Date

9. Exact Series Title

Right-of-Way Plan File

10. What is the function of the office in which this record series is created The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division.

The Division of Highways is divided into four sections: the Pre-Construction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control and supervises the seven District Offices throughout the State; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, design improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; and the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the acquisition of rights-of-way for highways.

Included are right-of-way maps.

The file is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				2	2		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				48			
Boxes		60	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				20	20	10	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

3. Is this the Record Copy of the series? ☒ [ X ] ☐ [ ]
4. Is there a duplication of this series in another office or agency? ☒ [ X ] ☐ [ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [ X ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [ X ]
7. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [ X ]
8. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [ X ]
9. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [ X ]
10. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [ X ]
11. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [ X ]
2. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [ X ] ☐ [ ]
13. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [ X ] ☐ [ ]

14. REQUIREMENTS. The following requires the files to be kept permanently ~~years~~ <sup>XXXXXX</sup>

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [ X ] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

15. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☒ [ X ] Other Completion of right-of-way acquisition and certification of title. then:
- ☐ [ ] Hold in the current files area month(s)/ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut off.
- ☒ [ X ] Other: (Specify)

Record Copy (District Offices): hold in current files area permanently.

Reference Copy (General Office): ~~hold in current files area until~~ <sup>DESTROY WHEN</sup> obsolete, superseded, or no longer needed for reference.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

*Dr. Bratford*

Date 9/11/73

26. Recommendations in Paragraph		[ ] Approved [ ] Disapproved		Head of Agency/Designee	Date
25 are:	State	[ ]	[ ]	<i>[Signature]</i>	Date
	Records	[X]	[ ]	<i>William M. [Signature]</i>	Date 10-23-73
	Committee	[X]	[ ]	<i>Carroll Hart</i>	Date 10-22-73
		[X]	[ ]	<i>Robert Shell</i>	Date 10-23-73

Right-of-Way Plan File

Explanation of Yes Answers to Questions 14-23

13. & 14. The record copy is maintained at the district offices. Cepia copies are filed at the General Office.
22. FHWA Policy and Procedure Memorandum 30-9 states that right-of-way plans must be retained three years after final Federal payment of the project.
23. The series must be retained permanently to protect the State's right-of-Way.